

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-173 **Issue Date:** 09-06-16 **Closing Date:** 09-27-16

Office Assistant III
YN Comprehensive Community Alcoholism Program (CCAP)
Department of Human Services
Hourly Wage: \$10.87/Regular/Full-Time

Employee is responsible to provide administrative office support in work such as typing, filing, customer service, data entry, maintaining and extensive specialized record keeping operation and adhering to HIPAA laws. The work may involve planning and organizing the office work flow or with assistance of other office personnel.

Knowledge, Skills and Abilities:

- Knowledge of general office principles, practices and techniques.
- Knowledge of modern secretarial practices.
- Knowledge of basic business English, grammar, and math.
- Knowledge of standard filing principles and practices.
- Knowledge of Alcohol/Drug related behaviors, and willing to attend substance abuse training.
- Ability to perform typing at an acceptable level of proficiency.
- Ability to communicate well both orally and in writing.
- Ability to understand and apply program guidelines to routine and varied work assignments.
- Ability to follow oral and written instructions.
- Ability to meet and greet; and maintain effective working relationships including times of a stressful environment with the public, other employees, public and private officials in a pleasant and courteous manner.
- Ability to utilize a computer and basic word applications.
- Ability to operate standard office equipment such as a telephone, fax, copier, and computer.
- Ability to maintain confidentiality of all records and client contact of the program.
- Ability to maintain professional rapport with co-workers.

General Recruiting Indicators:

- Minimum of 6 months of general office work experience at a level equivalent to an Office Assistant I OR substitute on a month-to-month basis, successful completion of course work or training in secretarial or related field for minimum experience OR Any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Preferred but not required, a valid Washington State Driver License and present proof of Insurance.
- Must pass a Washington State Patrol Criminal Background check.
- Yakama enrolled preference.